

1.025 ACCOMMODATIONS POLICY

- a. The Board is an equal employment opportunity employer. It is the policy of the Board to afford equal opportunity to all employees, regardless of any physical or mental disability. All employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities.
- b. All employees with covered disabilities are eligible for accommodations per the Americans with Disabilities Act. Such requests must be made to the employee's Supervisor, Department Head, Division Director, or Employee Services Manager. The Board-Employer will communicate with the employee to determine reasonable accommodations, if applicable. The Board may not be able to grant all requests, but will work with the employee to define reasonable terms and supply such terms to the employee.
- c. If the employee cannot perform the essential functions of the job with or without reasonable accommodations, the employee may be terminated.

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3.045 BREASTFEEDING ACCOMMODATION POLICY

- a. It is the policy of the Board to provide new mothers a reasonable unpaid break time to express breast milk for their nursing child for up to one year from the child's date of birth.
- b. All requests must be made to the Employee Services Department. A private space and necessary break time will be provided.

1.020 EQUAL EMPLOYMENT OPPORTUNITY

- a. The Board is an equal employment opportunity employer. It is the policy of the Board to prohibit discrimination and harassment of any protected class and to afford equal employment opportunities to employees and applicants. The Board employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, veteran status, genetic information, pregnancy, or disability.
- b. Employees with life threatening illnesses, including but not limited to cancer, heart disease, AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working as long as they are able to perform the essential functions of their positions with or without a reasonable accommodation, and medical evidence shows they are not a threat to themselves or their co-workers. The Board will work to preserve the safety of all its employees and reserves the right to reassign employees or take other actions when a health or safety risk to fellow Board employees or the public exists.
- c. The County Administrator is designated to oversee civil rights compliance.

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3.025 SAFE HARBOR COMPLIANCE POLICY

- a. It is the policy of the Board to comply with the salary basis requirements of all existing wage laws.
- b. The Board prohibits all Supervisors, Department Heads Division Directors, County Administrator, or Employee Services Manager from making any improper deductions from employees who are not eligible for overtime.
- c. An employee who believes an improper deduction has been made should immediately notify their Supervisor, Department Head, Division Director, Employee Services Manager, the County Administrator and ultimately the Chairman of the Board of County Commissioners.
- d. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

1.035 WEAPONS IN THE WORKPLACE POLICY

- a. It is the Board's policy to strictly prohibit any employee, vendor, or customer from carrying any type of personal weapon (firearms, knives with blades over 4 inches, nunchucks, brass knuckles, machetes, etc.) into our facilities.
- b. Any violation of this policy may result in discipline up to and including termination of the employee.

Board of Sumter County Commissioners

Vehicle Use Policy

SECTION I: GENERAL

The Board of Sumter County Commissioners (Board) vehicles are easily identified and have high exposure; therefore, they present an image of County government to the citizens we serve. The Board of County Commissioners-vehicle drivers have an important influence upon good or bad public relations with other motorists, pedestrians, and the general public. Courteous and considerate driving habits combined with the application of defensive driving principles prevent accidents and build good public relations.

This policy is intended to provide standard guidelines for all departments. Departments having special services or requirements, which are not covered in this policy, may develop policies for areas not covered by the Board policy. Department policies must ~~have Board approval~~ be approved by the County Administrator. When a Division/Department policy conflicts with the Board policy, the Board policy will prevail.

Departments that fall under the jurisdiction of State or Federal guidelines, including drug and alcohol testing requirements of the Federal Highway Administration and the Federal Transit Administration, shall comply fully with all applicable requirements.

SECTION II: PURPOSE

It is the intent of this policy to provide general guidelines for the proper use, maintenance and treatment of Board owned, controlled, or rented vehicles. This policy addresses ~~Board-County~~ vehicles that Board, Elected Officials, County Extension, and Department of Health employees use as part of their general duties and responsibilities of their office in addition to the use of personal vehicles for County related business.

SECTION III: POLICY

It is the policy of the Board of County Commissioners to have written procedures in accordance with applicable state statutes, Board policy and Internal Revenue regulations regarding the utilization, documentation, and federal income tax reporting of the use of County vehicles by authorized personnel.

SECTION IV: DEFINITIONS

Permanent Overnight Vehicle Assignment - A vehicle assigned to an employee that may be driven to and from the employee's home and work site. Vehicles under this assignment are subject to Internal Revenue Service Regulations and Fringe Benefit Tax Requirements.

Temporary Overnight Vehicle Assignment - A vehicle assigned to an employee on an occasional or infrequent basis to meet a job requirement or "on call" duty need, which would be driven to and from

the employee's home base. Vehicles under this assignment are subject to Internal Revenue Service Regulations and Fringe Benefit Tax Requirements.

Primary Work Site - That location where an employee routinely reports to begin the workday.

Specially Equipped Vehicle - Any vehicle that has specialized equipment or identification affixed to the vehicle in which the equipment carried is necessary in an "on call" situation.

Limited Use Assignment - These vehicles are used by employees to conduct official ~~Board~~ County business during regular working hours and may not be driven to an employee's home unless:

- The employee is departing upon, or returning from an official trip away from his/her headquarters under circumstances that make it impractical to use other means of transportation.
- The employee needs the use of the vehicle after completion of the regular workday to conduct Board/County business on the same day or before his/her usual working hours on the next day.
- It is determined that for the security of the vehicle and its contents, the vehicle should be kept at the employee's home during non-work hours.

SECTION V: CRITERIA FOR OVERNIGHT VEHICLE ASSIGNMENT

1. An overnight vehicle assignment shall be made only when it is found to contribute to the efficiency and effectiveness of County Government, be cost effective, or be in the best interest to the citizens of Sumter County.
2. Overnight vehicle assignment will be considered and evaluated on an individual basis. Application for Permanent Overnight Vehicle Assignment shall be evaluated by the ~~Board or their designee~~ County Administrator. Completed applications should be forwarded to County Administration/Employee Services. This assignment will also be reconsidered annually. (See attachment B)
3. Recognizing that some professional positions may require the furnishing of a vehicle on a 24 hour basis, the ~~Board~~ County Administrator may authorize such action.
4. Factors to be considered in determining if basis exists for an employee, other than a Division/Department Head, to receive an overnight vehicle assignment:

4.

- 4.a. The nature and function of the Division/Department requires that employee(s) respond in a timely manner on a 7 day, 24 hour basis.
- 4.b. 24 hour call out, where the driver/employee may be required to respond to a location other than his/her normal duty station, and where special tools, materials, or supplies are required for or associated with the job.
- 4.c. If an employee does not qualify for Permanent Overnight Vehicle Assignment, he/she/they can be considered for Temporary Overnight Vehicle Assignment on an as needed basis.

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~~a. The nature and function of the Division/Department requires that employee(s) respond in a timely manner on a 7 day, 24-hour basis.~~

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~~b. _____~~

~~b. 24 hour call out, where the driver/employee may be required to respond to a location other than his/her normal duty station, and where special tools, materials, or supplies are required for or associated with the job.~~

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~~d. _____~~

~~e. If an employee does not qualify for Permanent Overnight Vehicle Assignment, he/she can be considered for Temporary Overnight Vehicle Assignment on an as needed basis.~~

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~~5.5. Temporary Overnight Vehicle Assignment is granted by the Division/Department Head on an as needed basis but shall not exceed three consecutive days without authorization by the County Administrator.~~

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SECTION VI: INTERNAL REVENUE TAXING REQUIREMENTS

1. Employees who commute in ~~Board-County~~ vehicles will have fringe benefits added to wages in accordance with IRS regulations.
2. Employees assigned an overnight vehicle will not be assessed the fringe benefit provided they operate a vehicle included on IRS Publication 535 as amended.
3. Each employee assigned a permanent ~~Permanent~~ Overnight Vehicle Assignment or a Temporary Overnight Vehicle Assignment shall keep a record of mileage including a breakdown of commuting mileage and work related mileage based on a trip log.

SECTION VII: AUTHORIZED USERS

1. Only those persons possessing a valid Florida Operator's License for the type of vehicle to be operated and approved by the Ceounty's fleet insurance carrier shall be permitted to drive a ~~Board-County~~ vehicle.
2. No person shall become or remain a designated operator who has:
 - a. Within the past three years, received more than two major (4 point) violations;
 - b. Within the past three years, received more than 4 violations of any kind;
 - ~~b.c. Within the past five years, been convicted of, or pleads no contest to, any alcohol or drug related offense, or refuses refusal to submit to a breath/urine/blood test;~~
 - ~~b.d. Failed to carry/maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.~~
3. Anytime an employee and/or volunteer receives a driving violation, he/she should notify their supervisor as soon as possible.

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4. Florida State law requires that the operator of any vehicle must possess a valid State of Florida Drivers License for the class of the vehicle being operated. Any State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle, the operator's supervisor is responsible for verifying that the operator has the requisite license to operate it.
5. Before a vehicle can be loaned to an employee of ~~another Board or~~ Elected Official Office, County Extension Office, or Department of Health a copy of the employee's driver's license should be obtained and verification that the employee is an authorized driver should be received from ~~Personnel~~ Human Resources/Employee Services.
6. The revocation of the license of the operator immediately disqualifies that individual from any further vehicle operation until the license is restored. Should a driver have his/her license suspended or revoked, he/she shall report it immediately to the his Division/Department Head and he/she shall not operate any vehicle until the license is restored. The Division/Department Heads shall ensure that drivers are qualified and have the proper license to operate the assigned vehicle.
7. A check of the driving record of each driver authorized to operate a ~~Board-County~~ vehicle will be requested of the ~~Administration~~ Human Resources/Employee Services Department, and a copy will be placed in the driver's personnel file, ~~along with a copy of the employee's driver's license.~~
8. In no case shall an individual who is not an employee or authorized volunteer of the Board, Elected Official, County Extension, or Department of Health be allowed to operate a ~~Board~~ County vehicle.

SECTION VIII: REMOVAL OF OPERATING PRIVILEGES

The Board of County Commissioners, County Administrator, ~~Human Resources/Employee Services~~ or Division/Department Head may, for just cause, and/or for any of the following specific reasons, revoke or suspend operating privileges at any time in addition to possible disciplinary action up to and including termination of employment:

- Misuse of Board equipment;
- Failure to follow operating regulations;
- Allowing unauthorized persons to operate equipment or vehicles;
- Unsatisfactory motor vehicle record;
- Transportation of unauthorized passengers in County vehicles;
- Failure to maintain a valid State of Florida driver's license;
- Failure to carry/maintain minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.

SECTION IX: AUTHORIZED PURPOSES

Board-County vehicles must be used for purposes of carrying out normal Board-County business functions. Board-County vehicles shall not be used for personal purposes. Official business shall include normal day-to-day activities such as meetings, conferences, seminars, court cases and training sessions. The following guidelines shall be adhered to when operating a Board-County vehicle:

1. Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of Florida and the Traffic Rules and Regulations of Sumter County.
2. The County Administrator, Board of County Commissioners, or designee shall approve trips outside the State of Florida and/or those lasting overnight.
3. No County-owned vehicle will be used for out of state travel. If out of state travel is necessary, a rental vehicle or other means of transportation will be used.
4. Privately owned vehicles or rental cars will only be used when Board-County vehicles are unavailable or when approved by the Division/Department Head.
5. No vehicle shall be operated outside the local area without the express approval (verbal or written) of the Division/Department Head. (For purposes of this document, the "Local Area" is defined as; Sumter, Lake, Marion, Citrus, Hernando, Pasco, and Polk, and Hillsborough counties, and the Orlando area Counties.) Division/Department Heads do not need prior approval unless they are traveling out of state or overnight except when per diem is requested.
6. Prior approval to travel should be obtained from the County Administrator or designee Division Director using the Request for Prior Approval to Travel Form for all travel if per diem reimbursement is to be requested.
7. Per Administrative Code 69I-42.006, a traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the County Administrator or designee Division Director. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.
4. The County Administrator, Board of County Commissioners, or designee shall approve trips outside the State of Florida and/or those lasting overnight.
5. Division/Department Heads are permitted to commute with an assigned Board vehicle between home and office when the commuting distance is sixty (60) miles or less.
6. Board-County Vehicles are to be used only for Official County Business. Board-County Vehicles may be utilized for de minimis (minimal) personal use e.g.: lunch breaks or personal errands while in the performance of normal duties. It is not permissible to use a Board-County vehicle for lunch breaks or personal errands when that is the sole purpose of the trip. Exceptions would be in cases where employees have permanent overnight vehicle assignment by the Board, and do not have a personal vehicle available, or special occasions

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eg. e.g. group attending training. Other de minimis use must be approved by Division/Department Heads.

7.10. ~~Board County~~ Vehicles ~~vehicles~~ shall be parked where designated by the Division/Department Head.

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8. ~~Board vehicles will be used rather than privately owned vehicles or rental cars except will only be used when Board vehicles are unavailable or when approved by the Division/Department Head.~~

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9. ~~No County owned vehicle will be used for out of state travel. If out of state travel is necessary, a rental vehicle or other means of transportation will be used.~~

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10.11. Division/Department Heads are responsible for ensuring that all employees under their supervision comply with all applicable procedures.

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SECTION X: PASSENGERS

Passengers shall be permitted to ride in vehicles covered by this policy, provided that the passenger is a Board, Elected Official County Extension or Department of Health employee, or if a non-employee or volunteer, has cause to be accompanying the driver and/or occupant(s) of the vehicle to a Board County authorized function or activity, such as a meeting, conference or seminar.

Revenue service vehicles transporting passengers for hire will ensure passengers are in compliance with all applicable procedures.

SECTION XI: PRIVATELY-OWNED VEHICLES (P.O.V. s):

1. The Board discourages the use of P.O.V.s. ~~They~~and should only be used when a County vehicle is not available or use is approved via an employment contract. However, use of P.O.V. s may be authorized by Division/Department Head for travel associated with official Board County business.

2. No P.O.V. shall be used for out of state travel. If out of state travel is necessary, a rental vehicle or other means of transportation will be used.

3. When a ~~personal vehicle~~ P.O.V. is needed to perform official County business, the employee shall be compensated at the reimbursement rate approved by the Board. Prior approval to travel must be received from the County Administrator or Division Head designee if reimbursement is to be requested.

4. When an employee operates a County vehicle or P.O.V. for Board County business or otherwise, the employee shall:

4.

a. Have in their possession a valid State of Florida driver's license;

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- b. Carry/maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.

~~6.5.~~ P.O.V. s utilized for official County business shall be maintained to provide mechanically safe operation.

~~7.6.~~ P.O.V. s when utilized for official business shall be operated in strict compliance with all laws which apply to motor vehicles in the state of Florida, or other applicable jurisdictions, including the use of seat belts.

~~8.7.~~ When a P.O.V. is involved in an accident, during the course of County business performed by the employee the following shall occur:

- a. An Incident/Accident Form Quick Response Form, Vehicle Accident Form and a Supervisor's s's Accident Investigation form Report shall be completed as soon as practical as specified for each form. Along with the noted forms, the employee must also submit proof of personal auto liability insurance.

- ~~e.b.~~ The Division/Department Hhead shall review all reports, statements, and memos pertaining to the incident, and add any comments to the Supervisor's s's Accident Investigation Form Report as needed, and forward all to the Risk Management Department within 48 hours after the incident. Once complete, all reports should be forwarded to the Risk Management Employee Services Department within 24 hours after the incident.

- ~~e.~~ The insurance committee will review the reports and make a recommendation to the Board.

- ~~d.c.~~ In the event of P.O.V. damage, the Board will cover the cost of the damage not otherwise reimbursed by the employee's insurance provider damage to the employee's vehicle and not to exceed \$500.00, subject to the recommendation of the insurance committee. This will not apply if a Board County vehicle was available and not utilized.

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SECTION XII: RESPONSIBILITIES:

Risk Management Human Responsibilities Resource Employee Services Responsibilities:

1. Conduct a driver's license survey prior to allowing a new employee to operate a motor vehicle on official business.
2. Conduct a driver's license survey semi-annually on all employees who may operate a Board or personal vehicle P.O.V. on official County business.

Risk Management Responsibilities:

3. Review and track all vehicle related Accident/Incident and Supervisor's Reports.

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4. Monitor vehicle related accidents for trends and re-occurring incidents and/or offenders.
5. Coordinate training events/opportunities to reduce vehicle related liabilities.
6. Submit and follow-up on insurance claims/data with Insurance Carrier and/or Broker for Board as well as insurance carriers for private citizens when applicable.

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Division/Department Head Responsibilities:

1. Ensure that all vehicle operators under his/her supervision who operate vehicles owned or furnished by the Board, Elected Official, County Extension or Department of Health are made aware of the contents of this policy.
2. Advise and assist all drivers under his/her supervision in the prompt correction of vehicle deficiencies, which are to be corrected by the contracted vendor.

Employee Responsibilities:

The following procedures are established to provide minimum uniform standards for all Board-County employees to follow.

1. Each employee assigned to operate a Board-County vehicle and/or equipment is responsible for performing a Pre-operational Vehicle Inspection of the vehicle or equipment assigned, to see that it is in safe working order before leaving for the day's work. Deficiencies should be reported immediately to the employee's Supervisor to determine if the vehicle is safe to drive. The inspection shall be performed using the Board inspection sheet (Attachment A) at minimum. Departments may perform a more comprehensive inspection.
2. Division/Department Heads or designee shall periodically review vehicle inspections, at least weekly. These records must be kept for one year from the date of inspection.
3. Perform all safe-driving adjustments (seat, inside and outside mirrors, sitting position, and fasten seat belts for driver and all passengers) before putting the vehicle into gear.
4. Board-County vehicle drivers/operators must possess a valid Florida Driver's License or Commercial Driver's License where required, must be thoroughly familiar with the state and local regulations governing motor vehicle and equipment operations, and must have such operator's or commercial license in their immediate possession at all times when operating a motor vehicle and shall display the same upon demand of proper law enforcement officials.
5. All Board-County vehicles shall have insurance papers/information, copy of registration, and a Board-Vehicle Incident/Accident Report and a Quick Response Accident Forms in the glove box or conspicuous place. These forms can be obtained from the Risk Management/Employee Services Department.

6. Do not stop at any bar, tavern, or similar establishment when using a Board County vehicle. Consumption of alcohol or other intoxicating substances by an employee, including on-call employees, while engaged in official Board County business is strictly prohibited.

7. Use of tobacco products are prohibited in Board County vehicles.

8. Unauthorized firearms are prohibited in Board County vehicles.

9. The use of cell phones, without a hands-free device, while operating a vehicle/equipment should only be done while the vehicle/equipment is not in motion, in a parked position and not at a stop sign or red light. It is recommended to allow the voice mail feature to answer the call and then pull over and respond to the message at your earliest and safest opportunity utilizing a commercial parking lot or driveway leaving ample clearance for road traffic. Place the vehicle in park and activate the flashers. The use of cell phones, without a hands-free device, while a vehicle is in motion is restricted to calls placed or received that are deemed an emergency or absolutely vital to carry out business without further delay. The use of a hands-free device must be utilized whenever one is provided.

10. The use of cell phones or electronic devices (PDA, GPS, Blackberry, laptop, games, and digital music devices, IPODS, I-Pads, Kindles, etc.) while the vehicle or equipment is in motion is strictly prohibited.

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9.11. All employees operating a motor vehicle for Board County business shall follow-adhere to the following safety guidelines:

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a. All slow moving equipment operated in public rights-of-way shall be equipped with a triangular shaped reflecting sign and flashing lights in accordance with the State of Florida Motor Vehicle Code.

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a.

b. Supplies transported in motor vehicles shall be secured in such a manner that they will not dislodge, fall out or shift forward during transit or sudden stops.

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e-b.

e. Truck-Vehicle utility boxes, compartments and/or drawers shall be secured before the truck-vehicle is driven.

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e-c.

d. Never take drugs or strong medication before and/or while operating a vehicle. Drugs, illness, or extreme fatigue may affect one's ability to judge distances, speed, and driving conditions.

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e-d.

e. All persons who drive or ride in Board County vehicles shall wear the installed seat-belts.

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i-e.

f. No more than three persons shall ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe seating and seatbelts are provided for each person.

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k.f.

g. Except when working conditions require otherwise, parked vehicles shall have the motor stopped and emergency brakes set with shifter in "Park" if vehicle has automatic transmission or shall be left in gear if transmission is manual.

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m.g.

h. When parking on a downgrade, turn the front wheels of the vehicle in the direction of the curb so that the curb would act as a chock if the vehicle started to roll.

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o.

p. Set the brakes and put the transmission in "park" before leaving the driver's seat.

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q.h.

j. Vehicles shall not be parked on the wrong side of the street facing traffic except in case of emergency, or behind properly placed "Work Zone" signs.

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k. Before exiting parking area, signal your intention and/or use proper directional signal before leaving the curb or roadside, and be sure no traffic is approaching from either direction.

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w.j.

l. When backing a vehicle, be sure the way is clear. Get out of the vehicle, when necessary, and inspect the area to be backed into. If necessary, get out of the vehicle and inspect the area to be backed into before backing.

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w.k.

m. Back slowly and sound horn if audible reverse signal is not available.

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n. When backing a vehicle or equipment, with a load or body style that obstructs the driver's visibility, another employee should serve as a safety guide and direct the backing operation from outside the vehicle.

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n. Drivers shall be particularly alert when driving near children. Children must be kept from playing in or near Board County vehicles. While working in areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers shall be especially watchful for children and shall drive carefully and slowly at all times.

n.

n.o. Stay within posted speed limits. Slow down when conditions warrant.

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o. Do not assume the right of way. The driver who has the last chance to avoid an accident may be the driver in the legal right. Don't insist on the right of way—yield or stop. Never leave a vehicle unattended while the motor is running. If leaving the vehicle, lock doors, remove keys and take them with you.

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p. Use the two second rule when following other vehicles so as to avoid tailgating. Stay two seconds behind vehicle ahead of you or one car length behind the vehicle ahead of you for every 10 miles per hour you are traveling. Drivers shall be particularly alert when driving near children. Children must be kept from playing in or near Board vehicles. While working in areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers shall be especially watchful for children and shall drive carefully and slowly at all times.

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q. Signal intentions at least 100 feet in advance before changing lanes or directions.
Avoid sudden braking. Stay within posted speed limits. Slow down when conditions warrant.

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r. Turn on low beam headlights during dark periods of the day such as during rain and fog. Do not assume the right of way. The driver who has the last chance to avoid an accident may be the driver in the legal right. Don't insist on the right of way—yield or stop.

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jj.s.

s. When driving at night, headlights should be on from one-half hour before sunset until one-half hour after sunrise. Use the two-second rule when following other vehicles so as to avoid tailgating, staying two seconds behind vehicle ahead of you or stay one car length behind the car ahead for every 10 miles per hour you are traveling.

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tt.l.

t. Parking lights designate a vehicle is parked. Never drive with only the parking lights on. Signal intentions at least 100 feet in advance before changing lanes or directions. Avoid sudden braking.

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nn.u.

u. For added safety, utility vehicles, roadside mowers, and other mobile equipment should use flashers and safety warning lights, if so equipped, when alongside the road. Turn on low beam headlights during dark periods of the day such as during rain and fog.

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pp.v.

v. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel. When driving at night, headlights should be on from one-half hour before sunset until one-half hour after sunrise.

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w. Parking lights designate a vehicle is parked. Never drive with only the parking lights on. Never exit a vehicle without first putting the vehicle in park and never leave a vehicle unattended while the motor is running. If leaving the vehicle put it in park; set the brake, turn off the lights, wipers, radio and close the windows, etc. Remove the keys, lock the doors, secure other areas of the vehicle as needed and take the keys with you.

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x. For added safety, utility vehicles, roadside mowers, and other mobile equipment should use flashers and safety warning lights, if so equipped, when alongside the road.

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y. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel.

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z. When leaving vehicle for any reason, turn off lights, wipers, radio, close windows, etc. Lock the vehicle and take the keys with you.

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~~10.12.~~ Citations received by employees for traffic violations while operating Board-County vehicles must be immediately to the Division Director and —are the responsibility of the employee.

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SECTION XIII: VEHICLE MAINTENANCE AND UPKEEP:

1. Fuel shall be obtained from the County fueling facility located in Bushnell for all Board-County vehicles where practical. The Division/Department Head shall explicitly designate other sources.
2. Departments will schedule periodic maintenance in accordance with the manufacturer's maintenance manual.
3. Lubrication, oil changes, and other regular maintenance shall be obtained only from the source designated by the Division/Department Head.
4. The Division/Department Head shall issue a preventative maintenance checklist with every vehicle issued (attachment A minimum required). The checklist will list all of the preventative maintenance checks an operator shall perform on the assigned vehicle. The operator is responsible for making all preventative maintenance checks. Failure to do so could result in damage to the vehicle and disciplinary action against the employee.
5. The driver assigned a vehicle is responsible for maintaining the vehicle in a clean safe condition. Vehicles shall be washed and interiors cleaned in accordance with Division/Department policy.
6. The operator shall inspect the vehicle prior to operation to insure everything is working properly. If any item on the vehicle is malfunctioning or broken, the operator shall immediately notify the appropriate Division/Department representative of any and all maintenance or repairs required. If road service is required, the operator will be contacted by telephone or radio. Vehicles will not be operated in an unsafe condition.
7. Decals, bumper stickers, or any item not authorized by the Division/Department Head shall not be placed on any Board-County vehicle at any time.
8. Official seals of the Board of Sumter County Commissioners, Elected Officials, County Extension or Department of Health shall be permanently or magnetically affixed to the front driver and passenger doors of all Board-County vehicles.
9. Abuse or the improper use of Board-County vehicles will not be tolerated. Any operator who abuses or improperly uses any Board-County vehicle shall be disciplined in accordance with Board-County policy.
10. Board, Elected Official, County Extension and Department of Health employees should exercise good judgment when parking Board-County vehicles in public parking areas, so as not

to create the perception that the Board-County employee is using the closest or best parking space.

SECTION XIV: INCIDENTS INVOLVING BOARD-COUNTY VEHICLES

~~Procedures Established:~~

The following procedures are established and shall be followed whenever a County vehicle is involved in an incident where County property or private property is damaged or destroyed.

Employee Procedures:

The driver of any Board-County vehicle involved in an incident shall:

1. Radio home office or call 911 immediately if any of the following occur:

- a. Another vehicle is involved;
- b. Private property is involved;
- c. Anyone is injured;
- d. Damage to a Board-County vehicle is significant that it could not be operated safely, or the damage to the vehicle or property is estimated to be \$500.00 or more;

2. Keep the scene and vehicle(s) intact, if possible, until law enforcement officer arrives.

- e. 3. Give only his/her name, address, driver's license number and the registration license-number of the County vehicle to any other party involved.

- f. 4. Volunteer no other information to anyone except the investigating officer, supervisor, or other appropriate County staff.

- 2.5. Notify his/her supervisor or designated safety representative of all incidents whether deemed significant or not.

Accident and Loss Investigation

1. Each motor vehicle, ~~occupational and/or public liability incident~~ incident/accident involving a County employee or vehicle (County or privately owned), shall be subject to an investigation.
2. Each investigation shall be directed toward determining the cause or causes (direct or indirect) of the incident. Establishing personal responsibility and preventative measures that may eliminate or deter similar incidents in the future is of utmost importance.
3. A thorough investigation of every incident immediately after its occurrence will make possible the following.

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a. Dissemination of information to personnel on how to best avoid each particular type of incident or loss.

a.

b. Provision of basic information from which safer practices and work surroundings may be developed and provided to employees.

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4. When a ~~Board, Elected Official, County Extension or Department of Health~~ employee and/or volunteer is involved in a vehicle accident while on duty or driving a ~~County~~ vehicle, the employee and/or volunteer shall, as soon as practical, submit to an alcohol and drug test when the following circumstances exist: if there is damage to the vehicle driven by the employee or any other vehicle involved (~~County or privately owned~~).

a. The accident involves loss of human life.

b. The employee receives a citation under the State or local law for a moving traffic violation arising from the accident; and if the accident involved:

i. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

ii. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other motor vehicle.

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5. It shall be the responsibility of each employee and/or volunteer involved in an incident, regardless of the type or severity, to report the incident at once to his/her immediate supervisor.

6. Should private property be damaged or destroyed, the following steps should be taken:

6.a. The owner should be notified of the incident as soon as possible. The Division/Department Head shall forward a copy of the Incident/Accident Non-Employee Incident Form and a Non-Employee Supervisor's Accident Investigation Report Form, including a statement of the private property damaged or destroyed with an estimated value of the private property loss, to the Risk Management Employee Services Department.

6.b. For incidents involving Board/County vehicles, a Quick Response Form, a Vehicle Incident/Accident Form and a Supervisor's Investigation Report shall be completed as specified for each form.

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7. For incidents involving Board vehicles, a Quick Response Accident Form, an Incident/Accident Form and a Supervisor's Accident Investigation form shall be completed.

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8. The Quick Response Accident Form should be forwarded to Risk Management Employee Services immediately following and accident.

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9. The Division/Department Head shall review all reports, statements, and memos pertaining to the incident, add any comments to the Supervisor's Accident Investigation Form, and forward all to the Risk Management Employee Services Department within as soon as possible, but not later than 48-24 hours after the incident.

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Employees found in violation of Board Vehicle Use Policy are subject to disciplinary action, including dismissal.

Date	Joey ChandlerDon Burgess, Chairman
	Sumter County Bd. Of Commissioners

Adopted: January 18, 2000
Revised: February 15, 2000
Revised: February 22, 2000
Revised: July 11, 2000
Revised: September 12, 2000
Revised: January 23, 2001
Revised: September 24, 2002
Revised: May 13, 2003
Revised: December 16, 2003
Revised: October 26, 2004
Revised: May 9, 2006
Revised: AprilMarchOctober 1, 2011

Attachment A

Board of Sumter County Commissioners Operator's Daily Vehicle Inspection

(√ = OK
space at bottom of page)

X = Needs repair – If item is marked with X, show corrections made in note

Date _____ Vehicle # _____ √ = OK X = Needs Repair

Oil			
Water			
Battery			
Brakes			
Warning Flasher			
All Signals			
Doors			
Windshield Wipers			
Mirrors			
Tire/Wheels			
Oil Pressure			
Fuel Gauge			
Lights			

Operator's Signature _____

Note:

Attachment B

Overnight Vehicle Justification Form

* Please type the information on this form.

Division _____ Department _____

Vehicle Assigned to: _____

Vehicle Make _____ Model _____

Year _____ Mileage _____ Property # _____

Round trip mileage driven from home to work and back _____

1. List the type(s) of after hour's usage. Be specific (i.e. emergency road repairs; public meetings).

2. Are there specialized markings on your vehicle? If so, what do they say? (i.e. Public Works)

3. Is the vehicle you are currently assigned equipped with specialized equipment that is affixed to vehicle? If so what is the equipment? What is it needed for?

4. Please document any after hour usage for previous three months and any usage in the current month. Be as specific as possible (include date, time, mileage driven, purpose of the usage, etc.) Attach additional sheets if needed.

Overnight Vehicle Justification Form (cont.)

5. Please include any comments or exceptions to the information that you feel may be vital to your justification.

(Signature & Title)

(Date)

(Department Head)

(Date)

- ☐ Request Approved By BOCC County Administrator
☐ Request Denied By BOCC County Administrator

Chairman County Administrator

Date

Receipt of Vehicle Use Policy
Attachment C

Employee Name: (print) _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

The above mentioned employee acknowledges that he/she has read and understands all the components of the Board of Sumter County Commissioners Vehicle Use Policy. The employee also agrees to work for the Board with full knowledge and acceptance of the Vehicle Use Policy.